



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WAYNE WORKMAN
ACTING-EXECUTIVE DIRECTOR

January 8, 2015

TO: Owners & Management Agents of LIHTC, 1602, TCAP,
HOME, and NSP Properties

FROM: Sherri Davio, Compliance Manager

SUBJECT: 2014 Annual Owner's Compliance Certification - Due February 27, 2015
Tenant Data Reporting – Due January 15, 2015

SUBMISSION DEADLINES:

The deadline for submission of the 2014 Annual Owner's Certification of Continuing Program Compliance (Owner's Certification) for all LIHTC, 1602, TCAP, HOME, and NSP developments is **February 27, 2015**. This annual reporting requirement applies to all LIHTC, 1602, and TCAP developments in the initial 15 year compliance period and the extended use period, and all HOME and NSP developments in the affordability period.

The executed 2014 Owner's Certification forms must be submitted via mail to the address listed below. All the required forms and information must be contained in the package.

MSHDA, Compliance Monitoring
735 E Michigan Ave, P.O. Box 30044
Lansing, MI 48909

An electronic copy of the forms must also be transmitted to MSHDA. Instructions for submission will be provided by email and posted on MSHDA's website as soon as they are available.

The deadline for submission of tenant data through 12/31/14 for all units via MSHDA's Certification On-Line (COL) system is **January 15, 2015**.

Extension requests must be submitted in writing and will be approved only for extenuating circumstances.

SUBMISSION REQUIREMENTS:

The following is a list of the forms and documentation that must be completed to fulfill the annual compliance certification requirements for the compliance year ending 12-31-2014. Please note that requirements vary due to differences in federal program requirements and the year the tax credits were first claimed or will be claimed, if applicable. The documents below must be downloaded from MSHDA's website located at www.michigan.gov/mshda. (Click on "Property Managers" on the left side of web page, then "Compliance for Rental Housing", then "Forms", and then "Year End Reports").

All Developments:

- LIHTC/1602/TCAP Owner's Certification Form and/or HOME/NSP Owner's Certification Form (**Note: For properties with both funding sources, both forms are required**)
- Utility Allowance Documentation Form
- Resident Fees Form (if applicable)
- Ownership Entity Information Form (if not previously submitted, or if previously submitted form requires revision)

735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909
michigan.gov/mshda • 517.373.8370 • FAX 517.335.4797 • TTY 800.382.4568

HOME additional forms:

- HOME Rent & Occupancy Report
- 2014 Local inspection report(s) (if a local inspection was conducted during the 2014 calendar year i.e. city inspection, county inspection etc.)
- Most current rental certificate of compliance (issued by local government entity)

NSP additional forms:

- NSP Rent & Occupancy Report

LIHTC additional forms:

- First Year Credit Statement (if not previously submitted as actual year credit claimed, or if previously submitted form requires revision)
- Common Area Unit Designation Statement (if applicable and if not previously submitted)
- First Year's IRS Forms 8609 (**with Part II completed**) (if not previously submitted)

If a property has been awarded LIHTC, but has not yet been placed in service, the following documentation is required:

- Owner's Certification Form – Complete only Page 1, then sign and date Page 4 (only page 1 and 4 are required).
- First Year Credit Statement – indicating when credits are anticipated to be claimed
- Ownership Entity Information Form

TENANT DATA COLLECTION (ALL DEVELOPMENTS):

Tenant data for all units must be updated through 12/31/2014 and submitted to MSHDA through the COL system by **January 15, 2015**.

IMPORTANT NOTES:

Owner and Management Contact Information (Owner Certification form Page 1):

Owner Certification forms must contain **all** ownership and management contact information. All communication from MSHDA Compliance is transmitted by email, therefore **email addresses** for owner and management agent contacts are required and must be provided.

Reporting Changes in Ownership, Management Agent or Contacts – Any change in ownership, management agent, or contacts throughout the year must be reported to MSHDA Compliance. Please complete the applicable form - "Notice of Change in Ownership" or "Notice of Change in Management Agent". If there has been a change in 2014 you must submit this form, unless the form has already been submitted.

Units Vacant more than 30 Days: If any unit(s) was/were vacant for more than 30 days as a result of a casualty loss (i.e. fire, water damage, vandalism, etc.) a Casualty Loss form must be submitted. The form can be found at the following link:

http://www.michigan.gov/mshda/0,4641,7-141-8002_26576_26589-154136--,00.html.

If you are unable to access MSHDA's forms, COL for tenant data collection, or have any other questions regarding the year-end reporting requirements, please contact MSHDA staff at (517) 241-2560 or mshdacompli@michigan.gov.